

Leisure Access and Ride Transit Programs

APPLICATION GUIDE version 20250129

The Leisure Access and Ride Transit Programs Application Guide is designed to assist you in completing the Leisure Access and Ride Transit application form. More information can be found on our website at https://www.edmonton.ca/programs_services/leisure-access-program

General information on the Programs and Application

Who might qualify: Individuals might be eligible for one (or both) programs if:

- You are a Low income household living in Edmonton
- You make less than 125% of the low income threshold amounts for your household size
- You are low income but not able to file taxes in Canada yet (within one year of arriving) with Refugee or Permanent Resident documents

Who might not qualify: Individuals might not be eligible for one (or both) programs if they are:

- **Transit program only** - Aged 65 and over (See: [Seniors Fares - Edmonton Transit Service](#)) or Aged 5 and under.
- **Transit and/or recreation programs**- Students currently taking full-time classes at Concordia, NAIT, MacEwan University, NorQuest College or University of Alberta and who have the option to join for a fee, reduced transit fares such as the U-Pass and/or pay fees/tuition toward their school's recreation facilities.
 - Student's spouse/common-law partner and their dependants aged 17 or younger may still be eligible if they meet the required Eligibility Qualifications.
- **Transit program only** - Canadian National Institute for the Blind (CNIB) card holders.
- **Transit program only** - Applicants that receive discount Transit through another organization
- **Transit and/or recreation programs** - Applicants who exceed the Income Threshold in the *Income Qualifications* section (Statistic Canada's Federal Low Income Cut-Offs for municipalities of more than 500,000 inhabitants).
- **Transit and/or recreation programs** - Individuals new to Canada applying with a Work Permit, Student Permit, or Visitor Visas who can not submit one of the listed qualifying documents such as Income support.
- **Transit and/or recreation programs** - Applicants that live outside of City of Edmonton boundaries, or move outside of Edmonton while on the program
- **Transit and/or recreation programs** Cannot provide qualifying documents from the mandatory list.

Applicants will be considered for for both programs when applying

What are the benefits if accepted on the program:

- **The Leisure Access Program (LAP)** allows eligible low income Edmontonians access to the City of Edmonton recreation facilities and attractions for free or at a reduced cost. Restrictions apply. Visit Edmonton.ca/lap for more information.
- **The Ride Transit Program** allows eligible low income Edmontonians to purchase an Adult or Youth monthly transit pass at a reduced rate. Passes are accepted by Edmonton Transit Service (ETS) and Dedicated Accessible Transit Service (DATS) for registered DATS clients. Visit Edmonton.ca/ridetransit for more information

What you need to apply for the Programs: all documents must be submitted together.

- A completed application
- One supporting low income document, from our list, for the main applicant
- One supporting low income document, from our list, for the spouse (If applicable)
- Dependant supporting document for children 17 years or younger (If applicable)

In this application a **Household** includes, an individual, their spouse and any dependants age 17 or younger, to align the Low Income Cut Off yearly gross income from StatCan. Definition of a Household in this case, does not include any children over the age of 18. Any individuals 18 years or older must apply with their own application and qualifying documents

Section 1 - Main Application Information - MANDATORY

Please type or print clearly in dark ink on your application.

In section 1 please print your information, Including First and Last name, birthdate, FULL mailing address including Apartment number and postal code.

Membership barcode numbers are only if you are renewing your Leisure Access membership and you have a scan card. This is NOT your ARC card number;. It is an optional question.

Check one box to represent your status on the program, are you currently on the programs and renewing, brand new to the program, or adding a new family member, making a change to your current membership?

Section 2 - Main Application Mandatory Questions

QUESTION 1. - Some universities and Colleges offer a discounted ETS bus pass or recreation included with the registration fees for full time students. We need to know if you are enrolled in the CURRENT semester at one of the colleges or universities listed.

- Check NO, if you are not currently enrolled full time at one of the listed schools
- Check the box next to your school, If you are currently enrolled FULL time in a semester or program at one of the listed schools . You would also need to include a fee schedule from your school with your application.

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QUESTION 2. The Canadian National Institute for the Blind (CNIB) offers registration cards to its members that allow them to ride ETS for free. These CNIB members would not be registered for the Ride Transit program but would be considered for the Leisure Access program.

- Check NO, if you do not have a CNIB card
- Check YES if you are legally blind and have a CNIB card

QUESTION 3 - Your Family members make up your household and your low income eligibility is calculated on gross household income vs members in your household.

- If you **check A** this means you are SINGLE; have never been married, or currently legally separated/Divorced and you are not sharing finances or a household with another adult and have no dependants (complete sections 5 and 6)
- If you **check B** this means you are SINGLE; have never been married, or currently legally separated/Divorced and you are not sharing finances or a household with another adult and have dependant children age 17 or under (complete sections 4, 5 and 6)
- If you **check C** this means you are MARRIED, or have a common law partner and share a household and finances with another adult and have no dependants (complete sections 3, 5 and 6)
- If you **check D** this means you are MARRIED, or have a common law partner and share a household and finances with another adult and have dependants (complete sections 3, 4, 5 and 6)
- If you **check E** this means you are MARRIED, But your spouse does not live with you. Include supporting documents.

SUPPORTING DOCUMENTS if to include for your spouse not in Canada or can not file taxes in Canada

- ★ Your spouse has a Work, or Student visa and has been in Canada less than one year, - **Supporting documents to include** - your spouse's work or student visa with your application showing entry dates and **add them to section 3**. They will not be eligible for the Ride Transit/Leisure access program but will be included in your household numbers.
- ★ Your spouse has a Visitor visa to Canada and has never had a social insurance number to file taxes. **Supporting documents to include** - your spouse's visitor visa and if your qualifier is Notice of assessment you would need to include your Child Benefit or GST notice from the CRA showing world income. **Do not add your spouse to section 3** as they will not be counted in your household numbers
- ★ Your spouse has never been to Canada **Supporting documents to include** - your Child Benefit or GST notice from the CRA showing world income. **Do not add your spouse to section 3** as they will not be counted in your household numbers
- ★ Your spouse is in long term custody or medical care, **supporting documents to include** - your Child Benefit or GST notice from the CRA showing world income. **Do not add your spouse to section 3** as they will not be counted in your household numbers.

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Section 3 - Spouse Information - Complete if in Main applicant question 3 you answered C or answered D, or E asked to include information on spouse with support documents

In section 3 please print your spouses information, Including First and Last name, and birthdate.

Membership barcode numbers are only if you are renewing your spouse's Leisure Access membership and not for your ARC card number; this is an optional question.

QUESTION 1 - Some universities and colleges offer a discounted ETS bus pass or recreation included with the registration fees for full time students. We need to know if your spouse is enrolled in the CURRENT semester at one of the colleges or universities listed.

- Check NO, if you are not currently enrolled full time at one of the listed schools
- Check the box next to your school, If you are currently enrolled FULL time in a semester or program at one of the listed schools . You would also need to include a fee schedule from your school with your application.

QUESTION 2 - The Canadian National Institute for the Blind (CNIB) offers registration cards to its members that allow them to ride ETS for free. These CNIB members would not be registered for the Ride Transit program but would be considered for the Leisure Access program.

- Check NO, if you do not have a CNIB card
- Check YES if you are Blind and have a CNIB card

Section 4 - Dependant information - Complete if you answered F in question 3

In section 4 please print your Dependants information, including First and Last name, relation to main applicant and birthdate.

Membership barcode numbers are only if you are renewing your dependent's Leisure Access membership and not for your ARC card number; this is an optional question.

Section 5 - Consent

The main applicant must agree to the conditions for all members of their household, sign and date the application to be considered for the program.

Section 6 - Qualifying documents to be included with application

There are 8 options to show eligibility when applying for the programs.

Option 1: Annual Household Income	Additional Information
<p>Notice of Assessment (NOA) or Notice of Reassessment from Canada Revenue Agency. Name, base tax year, and line 15000 are required..</p> <p>The City of Edmonton Low income program goes above and beyond the Low Income Cut Off (LICO) amounts to 125% of the gross family income as determined by StatCan. You will need both Notice of Assessments for you and your spouse added together to know if your family qualifies for the program.</p>	<ul style="list-style-type: none"> • You would need a copy of both your and your spouse/common-law partner's Notice of Assessment (NOA) or Notice of Reassessment • Notice of Assessment or Reassessments must show name of individual, base tax year, and line 15000. • Your 2023 Notice of Assessments will be accepted until May 31, 2025 please use the 2023 Low Income thresholds for your 2023 base tax year income. • Must provide eligible dependant verification for dependants aged 17 years of age or younger. Please see <i>Eligible Dependants Verification</i> for acceptable documentation.
<p>Visit www.cra.gc.ca/myaccount to register/sign on and access your Notice of Assessment.</p>	

2024 Low Income Cut Off (LICO)	Low Income Cut Off (LICO) numbers for the number of people in your household.						
	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons
LAP Program Household income would need to be below to qualify	<\$39,080	<\$48,653	<\$59,814	<\$72,620	<\$82,365	<\$92,894	<\$103,424
Households applying with a Notice of assessment can receive benefits for 1 year, 2 years or discounted memberships depending on their income compared to percentage of LICO.							

Option 2: Income Support or Foundational Learner Assistance	Additional Information
<p>Health Benefits Statement (found on the monthly Direct Deposit statement) - Listing either Core Shelter or Core Essentials under Budget Information. Must be dated within the last 3 months.</p> <p>-or-</p> <p>Foundational Learning Assistance Approval Letter</p>	<ul style="list-style-type: none"> • To qualify with your dependants aged 17 or younger, each dependant must be listed on your Health Benefits Monthly Statement. If your dependants are not listed, or the Health Benefits portion of the statement is voided, please submit additional documentation to qualify with them. See <i>Eligible Dependants Verification</i> for other acceptable documentation. • Spouses or common-law partners must be listed on the application form to qualify
Households applying with a Income support benefits statement or Foundational Learner Assistance letter can receive benefits for 1 year.	

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Option 3: Assured Income for the Severely Handicapped (AISH)	Additional Information
<p>Document Required: Health Benefits Statement (found on the monthly Direct Deposit statement) - Listing AISH Benefits in Budget information. Must be dated within the last 3 months.</p>	<ul style="list-style-type: none"> • Spouse/common-law partners will also qualify if listed on the Health Benefits Statement. To qualify, spouses or common-law partners must be listed on the application form if not on card. • Must provide eligible dependant verification for dependants aged 17 years of age or younger if they are not listed on the card. • Eligible dependants aged 13 or younger will qualify for a 5 year term. Eligible dependants aged 14 or older will qualify for 1-4 years, expiring on/after the youth is 18 yrs. • If you are assisting an AISH recipient with applying for these programs, please also submit the LAP - Release of Information and Responsibility form.
<p>Households applying with an Assured Income for the Severely Handicapped (AISH) can receive benefits for 1 to 5 years, depending on Age.</p>	
Option 4: Canada Pension Plan - Disability Benefit	Additional Information
<p>Document Required: Canada Pension Plan T4A(P) Form - Listing Disability Benefit amount - for the tax year 2024 showing credits for Disability Benefit.</p>	<ul style="list-style-type: none"> • Spouse/common-law partners will also qualify if listed on the application form. • Must provide eligible dependant verification for dependants aged 17 years of age or younger. Please see <i>Eligible Dependants Verification</i> for acceptable documentation.
<p>Households applying with Canada Pension Plan - Disability (CPP-D) can receive benefits for 1 year.</p>	
Option 5: Newcomer to Canada within the Last Year	Additional Information
<p>Document Required: Confirmation of Permanent Residence (PR) document (including signature and/or remarks), with arrival dates within one (1) year - for each person applying. <i>-or-</i> Refugee Protection Claimant document, with Issue dates within one (1) year - for each person applying.</p>	<ul style="list-style-type: none"> • Any household family members that do not have these documents will need to provide another qualifier. • Must provide eligible dependant verification for dependants aged 17 years of age or younger who do not have PR docs. Please see <i>Eligible Dependants Verification</i> for acceptable documentation. • You must be ineligible to file taxes in Canada, have not previously filed taxes in Canada, or previously applied using this qualifier. • If applying with a spouse that has a notice of Assessment for the current year in Canada. The permanent Residence status will be considered 0.00 gross income and added to the Notice of Assessment amount to get family income. • Work, Visitor, & Student Visas do not qualify for the program until they can submit the Notice of Assessment option.
<p>Households applying with Permanent Residence status or Refugee Protection Claimant documents can receive benefits for 1 year.</p>	

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Option 6: Child Under Government Care Aged 17 or Younger	Additional Information
<p>Documents Required:</p> <p>-LAP: Release of Information and Responsibility Form</p> <p>- A current copy of the Delegation of Powers that lists the child and displays one of the following: foster parent, kinship care provider, director of a foster care, or director of child and youth facility.</p>	<ul style="list-style-type: none"> ● Individuals under government care should also submit the LAP - Release of Information and Responsibility form - the individual who completes this form will be considered the emergency contact. ● The listed delegate should complete the application and all other required forms when possible. ● Each child under government care will require a separate application (as the main applicant) can not be included in a household application.
<p>Children Applying with Child under Government Care will be registered in the program until the year they turn 18 or until their status changes.</p>	
Option 7: Employment Insurance (EI) - Ride Transit Program only	Additional Information
<p>Document Required:</p> <p>Employment Insurance (EI) Decision Letter dated within the last 60 days</p> <p>-or-</p> <p>Employment Insurance (EI) My Latest Claim statement dated within the last 60 days</p> <p>-or-</p> <p>Employment Insurance (EI) Last Report Processed on statement dated within the last 60 days</p>	<ul style="list-style-type: none"> ● Spouse/common-law partners will also qualify if listed on the application form. ● Must provide eligible dependant verification for dependants aged 17 years of age or younger. Please see Eligible Dependants Verification for acceptable documentation. ● Applicants who apply using this qualifier are eligible for the Ride Transit program ONLY. The Leisure Access Program is not offered with this qualifier.
<p>Households applying with Employment Insurance can receive Ride Transit benefits for 1 year.</p>	
Option 8: Registered Social Worker Letter - Ride Transit Program only	Additional Information
<p>Document Required:</p> <p>Letter from a Registered Social Worker which includes the following:</p> <ul style="list-style-type: none"> ● be on letterhead ● include the writer's name, title, signature, and contact information ● be dated within the last 60 days ● list all applicant's full names and birthdates 	<ul style="list-style-type: none"> ● The Registered Social Worker must verify on the letter that the applicant is at or below the low income cut-off (LICO) requirements, are eligible for the Ride Transit Program and residing in Edmonton ● Applicants who apply using this qualifier are eligible for the Ride Basic Transit program ONLY. The Leisure Access Program is not offered with this qualifier.
<p>Households applying with a Registered Social Worker Letter can receive Ride Transit benefits for 1 year.</p>	

Eligible Dependant(s) Verification	Additional Information
<p>Documents Required: 2023 or 2024 Canada Child Tax Benefit Notice (CCB) or other related tax credit document listing ALL applicable dependants aged 17 or younger and the name of the parent issued within 1 year of application date (2023 CCBs are accepted until September 30, 2025); -or- Income Support or AISH Health Benefits Statement (found on the monthly Direct Deposit statement) from within the last 3 months listing ALL applicable dependants aged 17 or younger. -or- Childcare Subsidy Letter -Must be dated within one year and have parent and child(rens) names listed.</p>	<ul style="list-style-type: none"> • If any children are listed on the application form, eligible dependant verification MUST be submitted. • Documentation must list parent/guardian and be dated within one (1) year. • If you are a legal guardian of a child under government care (aged 17 or younger), a Delegation of Powers listing Kinship care or Foster care must be provided. Child under government care would require their own application and supporting documents. They can not be included in household numbers. • Birth certificates are only accepted when both parents are on the application and the birth certificate. • Custodial court documents must list parental rights at 50% or above
<p>Expiry dates for dependants vary depending on parent(s) expiry date, and the age of the dependant when the household applies. Dependants that turn 18 during a parent(s) membership term will expire on the anniversary of the registration date when age 18.</p>	

SUBMITTING THE APPLICATION

Applications that are completed and signed with supporting documents can be dropped off at the following locations:

- A City of Edmonton Recreation Centre or Attraction - visit edmonton.ca/reccentres for a list of open facilities and hours of operation.
- Edmonton Service Centre - Mail Drop Off, Edmonton Tower, 2nd Floor, 10111 104 Avenue NW. Monday - Friday; 8:00am - 4:30pm; Closed Holidays.

Applications can be mailed in through Canada Post to the following mailing address:

Leisure Access & Ride Transit Program
PO Box 2359, Edmonton, AB T5J 2R7

Conditional approval of the Ride Transit Program is offered at the Edmonton Service Centre only. Conditional approvals are offered **only** at the time of completed application submission and only at the Edmonton Service Centre. The completed application must be filled out, signed, with all qualifying and supporting documentation.
 Photo ID is required. Some conditions will apply.